

APA Style: General Guidelines

The below shortened guidelines reflect the 7th edition of the APA publishing manual, which is the latest edition released in 2019.

For *full* guidelines and details pertaining to APA style, visit the Purdue Online Writing Lab: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Font

Type your paper in Times New Roman font 12 and use double-spacing.

Title Page (Cover Page)

The title page includes three main components: the title of your paper, the author's name (your name), and the institutional affiliation (ex. LAU).

Your paper should also include the course number and name, instructor name, and assignment due date.

Title

- Type your title using sentence case (upper and lowercase letters) and make it bold.
- Center your title in the upper half of the page.
- Keep your title focused and brief.

Page Header (Running Head)

- The latest edition of the manual only requires that the page number (and not a shortened version of the title) is included in the page header.
- The page number should appear on the top right side of every page, including the title page.

APA Style: In-Text Citations

In-text citations are citations of sources (such as articles, books, websites, etc.) that appear within the body of the text. Every in-text citation you include *should also appear* in the reference page(s) at the end of your paper.

You can write the in-text citation of a source using two methods:

- 1) Integral Citation: Include the citation within your sentence.
Ex: In his article, Bulbul (2021) examined the use of antibiotics for treating skin infections.

- 2) Non-integral Citation: Include the citation at the end of the sentence inside parentheses.
Ex: Importantly, the use of antibiotics for treating skin infections was examined (Bulbul, 2021).

A Work by One Author

To cite a work written by one author, include the last name of the author followed by the date of publication.

Ex: Jones (2018) or (Jones, 2018)

A Work by Two Authors

To cite a work written by two authors, include the names of both authors in every citation followed by the date of publication.

Ex: Dan and Jones (2020) or (Dan & Jones, 2020)

A Work by Three or More Authors

To cite a work written by three or more authors, only include the name of the first author followed by “et al.” in every citation and then the date of publication.

Ex: Liu et al. (2015) or (Liu et al., 2015)

APA Style: References

Your reference list appears at the end of your paper. It provides the information needed for a reader to locate and retrieve any source you cite in the body of your paper.

All sources used and cited throughout the paper should appear in the reference page(s).

Basic Format

- Begin the reference page on a new page that is separate from the text of the paper (use a page break).
- Label this page "References", in bold, centered at the top of the page.
- Do *not* underline or use quotation marks for the word "References".
- All text should be double-spaced just like the rest of your paper.
- All authors' names should be inverted (i.e., last names appear first).
- Authors' first and middle names should be written as initials.
- Separate each author's initials from the next author in the reference with a comma.
- Use an ampersand "&" before the last author's name.
- When referring to the titles of books, chapters, articles, reports, webpages, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Make sure to list the entries using alphabetical order. You can use the "Sort" button in Word to help you easily list the entries in that order.
- Format the indentation of all entries to be hanging. Select all your entries and use the keyboard shortcut "ctrl + T" to easily get the required indentation.

There are many types of sources that you can use in your paper, and each type has separate requirements for referencing in APA. Your sources might include articles, books, websites, and different audiovisual material. Make sure to consult with the Purdue OWL website for further details on referencing different sources.

Example: Reference Page

References

- Ahmed, S. (2012). *On being included: Racism and diversity in institutional life*. Duke University Press.
- Belcher, W. (2019). *Writing your journal article in twelve weeks: A guide to academic publishing success* (2nd ed.). University of Chicago Press.
- David, A., & Simpson, J. (Eds.). (2006). *The Norton anthology of English literature: The Middle Ages* (8th ed., Vol. A). W. W. Norton and Company.
- Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>
- Price, D. (2018, March 23). *Laziness does not exist*. Medium. <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>